

SAIDANA NARMONTAITE

Los Angeles, CA

(708) 966-7954 | saidana.narm@gmail.com

Portfolio

<https://smillkaa.github.io/saidana-portfolio>

GitHub

<https://github.com/smillkaa>

SUMMARY

Full stack web development student with a background in photography and graphic design and lots of creativity excited to explore. Effective at being resourceful while problem solving and successfully implementing various technologies to develop user friendly applications with clean and organized code.

TECHNICAL SKILLS

Languages

HTML, CSS, JavaScript, SQL

Technologies: jQuery, Bootstrap, GIT, GitHub, Express-Handlebars.js, Express.js, Node.js, Sequelize, MySQL, APIs, Adobe Suite (Photoshop, Lightroom, Premiere Pro, After Effects)

Workflow/Architecture: OOP, REST, MVC

PROJECTS

README Generator | [Link to GitHub](#) | [Walkthrough video](#)

- A command-line application that dynamically generates a professional README.md file from a user's input using the Inquirer package from Node.js
- Responsible for the entire project
- JavaScript, Node.js, Inquirer package

UNI-QOL | [Link to GitHub](#) | [Link to Deployed Project](#)

- An app that allows users to search for a city and receive the quality-of-life summary as well as the current weather for that city
- My core responsibility for this project was the front-end design
- Used a weather API, quality of life API, Foundation framework, CSS, JavaScript

Weather Dashboard | [Link to GitHub](#) | [Link to Deployed Project](#)

- A website which allows the user to search for a city and receive information about the current and future weather conditions for that city and that city is added to the search history
- Responsible for the entire project
- Used a weather API, Bootstrap, JavaScript, CSS, Photoshop

DIGITAL MEDIA CONTENT CREATOR, PHOTOGRAPHER

Freelance | 2017- now

- Maintaining a working knowledge of lightroom, photoshop, premiere pro, and other software for content creation.
- Maintaining and coordinating the social media postings for maximum engagement and internet presence.
- Managing, planning, and organizing all aspects of video and photo shoots from preproduction to postproduction such as:
 - Scouting, booking locations
 - Scouting models
 - Wardrobe styling
 - Script writing
 - Assessing lighting and audio to maximize quality
 - Directing and producing
 - Editing content using Adobe Premiere Pro, Premiere After Effects, Adobe Photoshop, Adobe Lightroom and other.
 - Music selection, sound mixing, color correction, color grading, etc.
- Using analytics tools to monitor performance of content.
- Designing layouts, creating styles for usable, engaging websites that meet product and business objectives and appeal to the users across different devices.
- Designing ads, flyers, posters, business cards using Krita software.
- Having working knowledge of all relevant social media platforms.

ADMINISTRATOR & RECEPTIONIST

Adult Primary Care | 11/2021-04/2022

- Checking in and scheduling patients for appointments over the phone and through ZocDoc.
- Processing payments, collecting balances and copays.
- Solving billing and coding errors.
- Contacting patients and insurance companies to obtain information.
- Scheduling STAT appointments with other facilities.
- Answering all phone calls in a professional and courteous manner, returning all voicemails and emails.
- Staying knowledgeable about various prescription regulations.
- Contacting pharmacies with refill requests, denials, prescription transfers and cancellations.
- Completing prior authorizations for prescriptions and procedures such as MRI's, CT's.
- Filing, faxing, uploading to patients' charts and obtaining documents, such as: medical records, medical record release forms, visit notes from other providers, labs, radiology reports.
- Maintaining patient accounts by obtaining, recording, and updating personal and financial information.
- Verifying insurance claims.
- Performing all duties within HIPAA and OSHA regulations.

RECEPTIONIST

Michigan Avenue Immediate and Primary Care | 09/2020-11/2021

- Welcomed patients to front desk and engaged in friendly conversations while conducting check-in process.
- Entered insurance, demographics, and health history into patient database.
- Scheduled and confirmed appointments.
- Processed payments and updated accounts to reflect balance changes.

- Answered phone calls, provided information to callers and connected callers to appropriate people.
- Managed customer complaints and rectified issues to complete satisfaction.
- Opening and sorting office mail.
- Delivering outgoing mail to the post office at end of day.

EDUCATION

High School Diploma

Lockport Township High School | 07/2017

GPA: 3.8/4.0

The University of Texas at Austin

Web Development Boot Camp | currently enrolled